

6 JUL 1978

MEMORANDUM FOR: Deputy Director for Administration

FROM : F. W. M. Janney
Director of Personnel

SUBJECT : Office of Personnel Report --
Week Ending 7 July 1978

1. (U) Special Conference - CT Recruitment: A special conference of professional recruiters is being held at Headquarters on 6 and 7 July to discuss the recruitment of Career Trainees for the Operations Directorate and to develop new recruitment approaches to meet this requirement. The first day will be devoted to discussions of current problems; solutions and new approaches will be the subjects of discussion on the second day.

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2. (U) Sign Language: For the last few months [REDACTED], the senior secretary in our [REDACTED] Office, has been studying sign language on her own during off-duty hours. Last week she had her first opportunity to interpret an interview between a recruiter and a deaf applicant. The recruiter found her assistance to be extremely helpful and the applicant complimented [REDACTED] on her skills.

3. (U) DCI Meeting: We have been drafting notes for the Office of Legislative Counsel's [REDACTED] paper for the DCI's meeting with the Congressional Women's Caucus.

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4. (U) Skills Session: A capacity crowd of 48 personnel careerists attended the 29 June Skills Session on "FOIA and the Privacy Act." The presentations by [REDACTED] and [REDACTED] were well received. Sessions for September through December are being planned and will include presentations on recruitment, adverse action and retirement.

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5. (U) New Training Course: Preparations continue on schedule for the October inaugural of the Personnel Administration and Management Course. Lecture outlines are being received as requested.

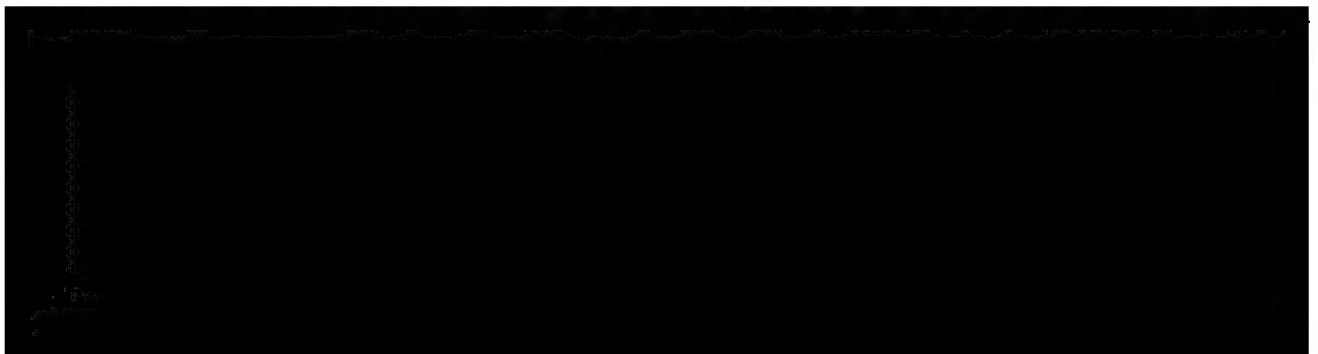
6. (C) Supergrade Factor Evaluation Guide: The proposed Supergrade Factor Evaluation Guide is undergoing refinements to clarify some key terms and to sharpen the factor level descriptions to distinguish more clearly the levels of work and responsibility. The need for such refinements was surfaced during the test and validation of the Guide in the OP/Position Management and Compensation Division's workshop recently held at the [REDACTED]

7. (C) Retirement Activity: The figures shown below depict the total retirement activity for the period 1 January through 30 June 1978. The figures in the clear show totals. The figures in parentheses represent persons who have opted for discontinued service or "involuntary" retirement; the figures in parentheses are included in the total figure. Thus, of 269 persons who retired during this period, 130 retired under the "liberal" options.

	<u>Civil Service</u>	<u>CIARDS</u>	<u>Total</u>
Retired	99 (51)	170 (79)	269 (130)*

*Thus, 48% of retirements for the first half of Calendar Year 1978 were via the special options.

8. (U/AIUO) CT Processing: [REDACTED] Professional Placement Branch, briefed the CT Program Officers on 29 June on the entrance-on-duty orientation process. The Program Officers are working on the schedule for the next CT class and requested more information as to the time involved for the total EOD process.



10. (U) Blood Donors: Blood Donor Day was held on 5 July and the response was better than expected. Only 115 individuals were scheduled but 136 arrived to donate. A total of 126 units were taken. This is considered a good response in view of the fact that it was on the day after a holiday.

* 11. (U) Suggestion Box: No suggestions were received this week. The total number of suggestions received since the program began on 15 June 1977 is 56.

12. (S) Rehired Annuitants: See attached report.

COMING EVENTS:

(1). (U/AIUO) EAF: The Educational Aid Fund Selection Committee will meet on 19 July 1978 to review 116 applications for assistance.

(2). (U) Intelligence Awards: Five (5) Intelligence Community Awards are to be presented by the Director in a ceremony in the Headquarters Auditorium on 7 July 1978 at 1015 hours.

(3). (U) APP: We plan to meet with Career Service representatives to explain nuances of the FY-1978 Annual Personnel Plan.

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for F. W. M. Janney

Att

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EA-D/Pers, [REDACTED]:rj (6 July 1978)

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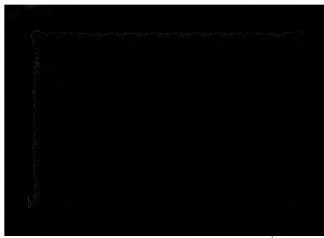
5 July 1978

WEEKLY REPORT OF REHIRED CIVILIAN ANNUITANT ACTIVITIES
FOR THE AGENCY (29 June - 5 July 1978) (U/AIUO)

(S) The following rehired civilian annuitant cases were terminated:

DDO

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- Independent Contractor, [REDACTED] terminating 31 July 1978.
- Independent Contractor, LA Division, terminated 31 May 1978
- Independent Contractor, EUR Division, terminating 30 July 1978.

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